



Bassett Creek Watershed Management Commission

AGENDA MEMO

Date: November 12, 2025

To: BCWMC Commissioners

From: Laura Jester, Administrator

RE: Background Information for 11/19/25 BCWMC Meeting

1. **CALL TO ORDER and ROLL CALL**
2. **PUBLIC FORUM ON NON-AGENDA ITEMS**
3. **APPROVAL OF AGENDA – ACTION ITEM with attachment**
4. **CONSENT AGENDA**
 - A. Approval of Minutes – October 16, 2025 Commission Meeting- **ACTION ITEM with attachment**
 - B. Acceptance of November Financial Report - **ACTION ITEM with attachment**
 - C. Approval of Payment of Invoices - **ACTION ITEM attachments available upon request – I reviewed the following invoices and recommend payment. Commission Treasurer Polzin reviewed Keystone Waters invoices.**
 - i. Keystone Waters, LLC – October 2025 Administration
 - ii. Keystone Waters, LLC – October 2025 Administrative Expenses
 - iii. Barr Engineering – October 2025 Engineering Services
 - iv. Triple D Espresso – November Meeting Catering
 - v. City of Plymouth – October 2025 Accounting Services
 - vi. Kennedy & Graven – Legal Services (2)
 - vii. Stantec – WOMP Services
 - viii. Bolton & Menk – Parkers Lake Chloride Reduction Project
 - ix. HDR – Website Update Project
 - D. Approval to Direct Commission Engineer to Submit Flood Control Inspection Report to Cities, Minnesota DNR, U.S. Army Corps of Engineers – **ACTION ITEM with attachment (full document online)** – *In accordance with the Operation and Maintenance Manual for the Bassett Creek Flood Control Project (FCP), an annual inspection of the FCP features was completed by Commission Engineers. Staff recommends approval to submit the inspection report to the appropriate entities. The municipalities are responsible for routine maintenance and repair of the FCP features located within their city and are responsible for submitting the completed FCP Maintenance Record from the previous year's inspection.*
 - E. Approval of Recommendations from Technical Advisory Committee – **ACTION ITEM with attachment** – *The TAC met on November 5th, primarily to discuss next steps resulting from the Street Sweeping Prioritization Study. Their meeting notes and recommendations are attached here. Staff recommends approval.*
 - F. Approval of Reimbursement Agreement with Breck School – **ACTION ITEM with attachment** – *The Breck School is currently planning for redevelopment and expansion of their campus in Golden Valley. Extensive floodplains, multiple wetlands, the Sweeney Branch of Bassett Creek, and high groundwater make this a challenging site to manage stormwater and mitigate for floodplain and wetland impacts. As with Fruen Mill, the Breck School team requests potentially extensive input,*

review, and discussions with Commission Engineers prior to submitting a formal application. They are willing to reimburse the Commission for this expense. Commission Attorney Anderson drafted the attached reimbursement agreement which was also reviewed by Breck representatives. Staff recommends approval.

- G. Approval of Reimbursement Agreement with Hennepin County for Parkers Lake Chloride Reduction Project Activities – **ACTION ITEM with attachment** – *In March, the Commission approved a contract with Bolton & Menk for outreach and training related to the Parker’s Lake Chloride Reduction Project for \$16,900. That work is ongoing, and the expenses are eligible to be reimbursed from Watershed Based Implementation Funding held by Hennepin County. In all, there is a total of \$30,000 in grant funding available for chloride-reduction work in the Parkers Lake subwatershed. This agreement, which was reviewed by Commission Attorney Anderson, allows for reimbursement to the Commission from the County in order to utilize the available grant funding.*

5. BUSINESS

- A. Consider Approval of 90% Design Plans for Bassett Creek Restoration Project Regent Ave to Golden Valley Road (2024-CRP) (30 min) – **ACTION ITEM with attachment** – *The 50% designs for [this project](#) were approved at the July meeting and the project budget and funding sources were discussed at the August meeting. The Commission Engineers, Golden Valley staff, and I have met weekly as work towards 90% plans progressed. A public open house was held on October 30th and easement/access discussions are ongoing with multiple landowners. Staff recommends approval of the 90% plans and direction to complete plans to 100% for bidding and construction. I will bring a report on project budget status and funding sources to the December meeting.*
- B. Consider Approval of Engineering Services Scope of Work for Double Box Culvert Repair Project (FCP-1) (20 min) – **ACTION ITEM with attachment** – *The Commission approved the [feasibility study](#) for this project in June and officially ordered this project in September. The Commission is implementing this entire project (rather than entering an implementation agreement with a member city). Staff recommends approval of the attached scope and budget from the Commission Engineer for engineering services including project coordination, design, bidding, construction oversight, and reporting.*
- C. Consider Approval of Recommendations from Plan Steering Committee (20 min) – **ACTION ITEM with attachments** - *The BCWMC Plan Steering Committee (PSC) met on October 8, October 15, and November 5 to review comments on the draft Watershed Management Plan submitted during the 60-day review period and to draft responses. Comments were received from multiple partners and agencies. The Commission must respond to each comment in writing. Please see the attached memo with PSC recommendations, along with proposed responses to comments in 5Ci, and revisions to 10-year goals in 5Cii.*
- i. Responses to Comments from 60-day Review
 - ii. Revisions to 10-year Goals
 - iii. Set Public Hearing for December 18, 2025

- D. Appoint Delegates to Minnesota Watersheds Annual Meeting (10 min) – **ACTION ITEM with attachment** – *The MN Watersheds annual conference and meeting is December 3 – 5 in Nisswa, MN. The Commission should appoint two delegates and one alternate delegate to attend the Region 3 caucus meeting on Wednesday December 3rd (4:00 p.m.) and the business meeting on Friday December 5th (8:00 a.m.).*
- i. Conference Program
 - ii. Business Meeting Packet
 - iii. Region 3 Caucus Packet

6. COMMUNICATIONS (15 minutes)

- A. Administrator’s Report – **INFORMATION ITEM with attachment**
 - i. Winter Salt Week January 26 – 30, 2025
- B. Engineer
- C. Legal Counsel
- D. Chair
- E. Minnesota Watersheds
- F. Commissioners
- G. TAC Members
 - ii. Keep It Clean Grant Application for Medicine Lake
 - iii. Plymouth Creek Restoration Project Public Open House
- H. Committees
 - i. Administrative Services Committee Meeting Nov 20

7. INFORMATION ONLY (Information online only)

- A. Administrative Calendar
- B. CIP Project Updates www.bassettcreekwmo.org/projects
- C. Grant Tracking Summary and Spreadsheet
- D. WCA Notices Minnetonka and Plymouth

8. ADJOURNMENT

Upcoming Meetings & Events

- BCWMC Administrative Services Committee Meeting: Thursday, November 20th 1:00 p.m. Brookview
- MN Watersheds Annual Conference and Meeting: December 2 – 5, Nisswa, MN
- BCWMC Commission Meeting: Thursday, December 18th, 8:30 a.m., Golden Valley City Hall